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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 3600.2A**Effective Date: December 19,
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Request Notification of Change (NASA Only)

Subject: NASA Telework Program**Responsible Office: Office of Human Capital Management**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#)
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Chapter 2. Responsibilities

2.1 Administrator

2.1.1 The Administrator shall appoint the Agency Telework Managing Officer in accordance with the provisions of the Telework Enhancement Act (5 U.S.C. 6505.)

2.2 Assistant Administrator for Human Capital Management (AA, HCM)

2.2.1 The AA, HCM shall:

- a. Ensure that the Agency Telework Program and this directive comply with 5 U.S.C. Chapter 65.
- b. Ensure telework training is available and accessible to the workforce, including supervisors of teleworkers.
- c. Develop and implement an Agency-wide Telework Agreement.

2.3 Telework Managing Officer (TMO)

2.3.1 The TMO shall serve as NASA's Telework Program key advisor and policy developer and perform the duties outlined in the Act (5 U.S.C. 6505).

2.4 Chief Information Officer (CIO)

2.4.1 The CIO shall provide the information infrastructure and tools that support and enable the workforce to effectively perform their assigned duties while in a telework status at an approved alternative worksite.

2.5 Officials-in-Charge of Headquarters Offices (OICs) and Center Directors

2.5.1 OICs and Center Directors shall:

- a. Ensure that subordinate managers and supervisors fully support and encourage telework as an alternative work arrangement for eligible employees.
- b. Ensure that all eligible employees have the opportunity to participate in the Telework Program to the maximum extent possible without diminishment in performance or negative impact to the Agency's mission.
- c. Ensure procedures are in place for reporting data and analysis in accordance with the AA, HCM guidance.

2.6 Center Human Capital/Human Resources Directors (HC/HRDs)

2.6.1 Center HC/HRDs shall:

- a. Implement a local Telework Program in accordance with the Telework Enhancement Act of 2010 (5 U.S.C. Chapter 65) and this NPR.
- b. Educate Center officials on the requirements of the Act and provide timely reports to the AA, HCM to meet the data collection requirements contained in the Act.
- c. Annually, or more frequently as required, evaluate their local Telework Program to assess participation trends against Agency goals and make program improvements, as necessary.

2.7 Supervisors

2.7.1 Supervisors shall:

- a. Determine employee eligibility to participate in the Telework Program in accordance with chapter 3 of this directive and document that determination in NASA's Web-based Time and Attendance Distribution System - WebTADS.
- b. Prior to approving an employee's request for telework using the Telework Agreement at Appendix C:
 - (1) Ensure WebTADS reflects that the employee is eligible to participate in the Telework Program.
 - (2) Ensure employees who began teleworking at NASA on or after December 9, 2010, have completed required telework training, available in the System for Administration, Training, and Educational Resources for NASA (SATERN).
 - (3) Use the Telework Agreement as a framework for discussion. The discussion should include:
 - (a) Expectations on maintaining contact with the organization and customers while in a telework status.
 - (b) Work assignments that are conducive for telework.
 - (c) Equipment and technical support, including the handling of equipment problems.
 - (d) Telework schedule.
 - (e) Notification procedures for requesting situational (ad hoc) telework.
 - (f) Requesting leave while in a telework status.
 - (g) Recording telework hours in WebTADS.
 - (h) Expectations for a teleworker in an emergency situation.
- c. Consult with the Center Equal Employment Opportunity (EEO) Office when an employee requests to telework based on the need for reasonable accommodation due to a disability or medical condition. (NPR 3713.1)
- d. Ensure that teleworkers utilize the same time and attendance rules as non-teleworkers, including procedures for requesting leave, overtime, or compensatory time.
- e. Ensure that telework hours worked by an employee are coded accurately to reflect use of telework prior to approving an employee's timesheet in WebTADS.
- f. Coordinate requests from employees to telework outside the employee's local commuting area with the Center's Office of Human Resources (OHR) in advance. Approval of a telework arrangement that results in a change to the employee's official duty location should only be considered when it is in the best interest of the Government. These arrangements impact pay, benefits, and reimbursements for relocation and travel. Teleworkers and their managers should discuss and consider the implications of long distance telework, so that everyone involved clearly understands the arrangement. This may require a supplemental agreement related to the telework arrangement to ensure NASA and the employee's interests are protected.
- g. Coordinate decisions to recruit for vacant positions that will allow remote telework with the Center's OHR for assistance to ensure (1) management's understanding of how this arrangement will work and (2) the vacancy announcement reflects such arrangements are available to all applicants.
- h. Terminate a Telework Agreement in accordance with Chapter 7 any time the telework arrangement fails to meet the needs of the organization or when an employee's eligibility changes based on the criteria in Chapter 3.
- i. Periodically, and/or as necessary, review an established Telework Agreement with the employee.
- j. Comply with the terms of the supervisor certification as specified in Appendix C.2 of this directive.
- k. Ensure that teleworkers and non-teleworkers are treated the same for purposes of job performance appraisals, work assignments and requirements, training/development, awards, advancement, reduction in grade, retention, removal, and other employment matters involving managerial discretion.

2.8 Employees

2.8.1 Employees shall:

- a. Complete telework training prior to establishing an agreement to participate in the telework program.
- b. Request approval to telework by completing the Telework Agreement request located in WebTADS; no other Telework Agreement is authorized.
- c. When a request to telework is based on the need for reasonable accommodation due to a disability or medical condition, contact their supervisor or Center EEO Office for assistance. (NPR 3713.1)
- d. Record telework hours worked with the appropriate labor code and telework designation code on their timesheets in WebTADS.
- e. Comply with the terms of the telework agreement as specified in Appendix C.1 of this directive.
- f. While teleworking, comply with Government-wide regulations and Agency policies and procedures for the safeguarding of information technology resources and information, including the appropriate use of removable media. (NPR 2810.1, NPD 1382.17, and NPR 1382.1)
- g. Adhere to all Agency and Center policies, procedures, security requirements, and property management regulations, concerning the removal and safeguarding of NASA property and equipment. (NPD 2540.1 and NPR 4200.1)
- h. Ensure a safe alternative worksite and follow proper safety practices at all times. (NPR 8715.1)
- i. Be accessible and available to the supervisor, organization, and customers during working hours while in a telework status.
- j. Understand that they may be required to report to their official worksite due to workload demands or other official purposes in lieu of scheduled telework with very little notice.
- k. Understand telework is not a substitute for dependent or elder care. However, telework can be valuable to individuals with care giving responsibilities. Employees may request and be approved to telework during the work day when they are not performing dependent or elder care responsibilities.

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